Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

CONFIDENTIAL
Security Information

CENTRAL INTELLIGENCE AGENCY

Administration Services

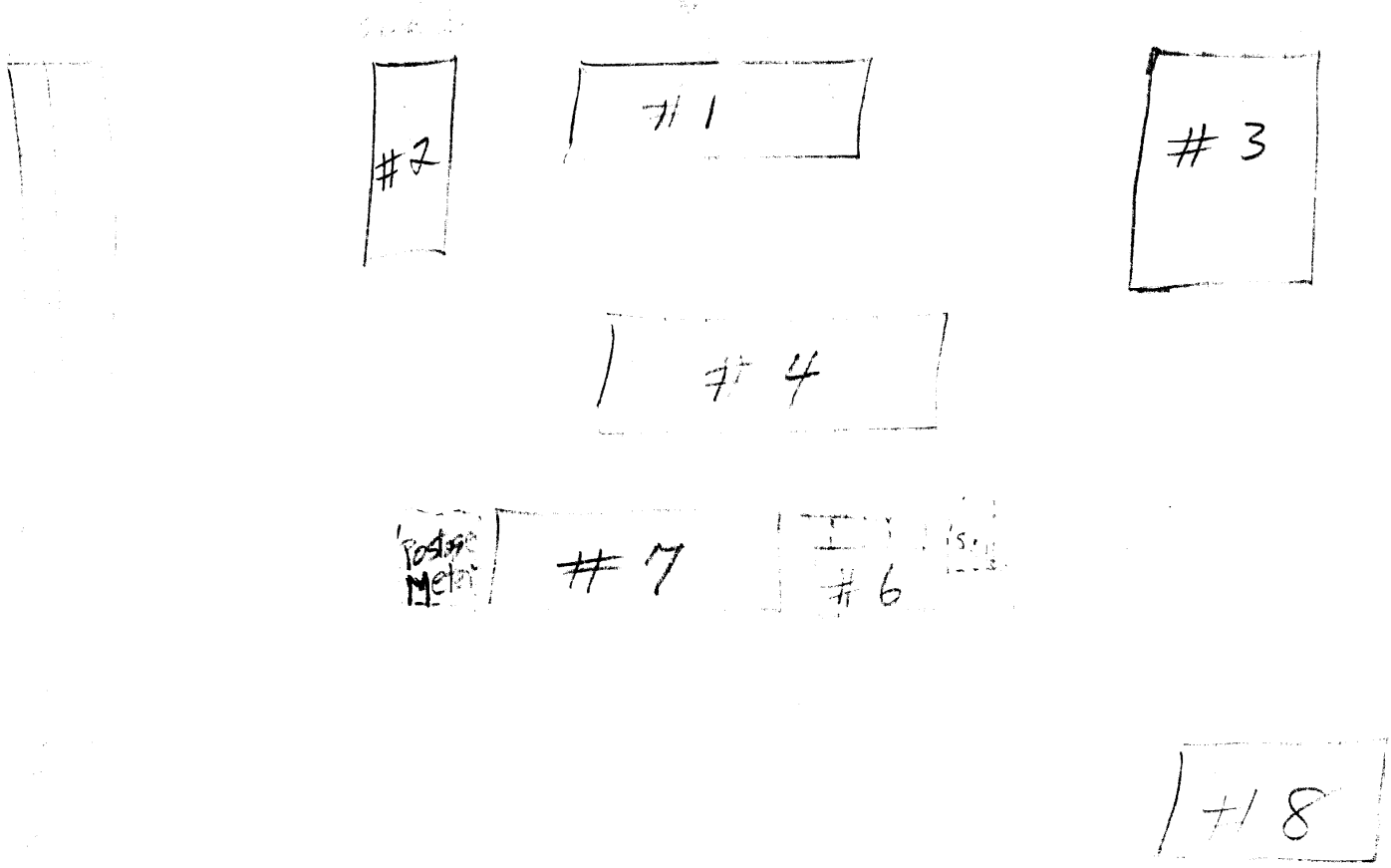
Records Management Distribution

MAIL ROOM TRAINING MANUAL

MARCH 1952

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1



Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

SECURITY INFORMATION

MAIL CONTROL SECTION

STANDARD OPERATING PROCEDURE

MAIL ROOM ROUTINES

1. MATERIAL REQUIRED

a. REFERENCE MATERIAL - Reference material used by the mail Room is as follows:

(1) Postal Laws and Regulations

(2) U. S. Postal Guide, Parts 1 & 2

(3) U. S. Postage rate charts

(4) International Air Mail rate chart

(5) The World Almanac

(6) U. S. Official Mail & Messenger Service Guide

(7) Security Regulations

(8) Dictionary

b. EQUIPMENT - Equipment used in the processing of mail is as follows:

(1) Adding Machine

(2) Postage Meter

(3) Letter Opener (electric)

(4) Postage Scale $\frac{1}{2}$ oz. division, 4 lbs. limit

(5) Postage Scale 4 oz. division 70 lbs. limit

(6) Postage Scale 1 oz. division, 30 lbs. limit

(7) Stapling Machine (electric)

(8) Numbering Machine

(9) Time Stamp (electric)

(10) Wrapping Table

(11) Gum Tape Dispenser

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

(12) Mail Rack (single) (3)

(13) Mail Rack (4 section) (1)

(14) Sorting Bin & Table (27 divisions) (2)

(15) Sorting Bin & Table (26 divisions) (2)

(16) Classified Trash Bag Holder

(17) Mail Processing Table (3)

(18) Personnel Flexoline File

c. SUPPLIES

(1) Stationery
(2) Twine
(3) Tape (Postage Meter)
(4) Taped Gummed (wrapping)
(5) Stamp Pads
(6) Rulers
(7) Scotch Tape
(8) Wrapping Paper

2. MATERIAL PROCESSED

a. Administrative Correspondence and Package Bulk Material.

b. Operational Correspondence and Package Bulk Material.

c. Registered Mail

25X1

[redacted]

f. Newspapers

3. PROCESSING RECEIPTS FROM OUTSIDE SOURCES - Material received from outside sources is processed through Tables Numbered 1, 2, 3, 4, 5 and 8.

a. Table No. 1 - The routine of Table No. 1 is as follows:

(1) Receive all incoming mail, material, newspapers, etc.

(2) Check newspapers against daily invoice, mark and bundle in accordance with agency distribution list.

(3) Time stamp all envelopes and packages.

(4) Mark correct room number on each piece excluding material which will necessitate reference to locator file.

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

(5) Distribute this material to the appropriate table as follows:

(a) Table No. 2 - Package-bulk material

(b) Table No. 3 - Brief case material

(c) Table No. 4 - Locator desk

(d) Table No. 8 - Registered mail

b. Table No. 2 - The routine of Table No. 2 is as follows:

(1) Sort all package-bulk material into appropriate bins or mail bags for the scheduled courier-messenger trips, respectively.

c. Table No. 3 - The routine of Table No. 3 is as follows:

(1) Sort all brief case material into appropriate bins for the scheduled courier trips, respectively.

d. Table No. 4 - The routine of Table No. 4 is as follows:

(1) Open all mail, material and packages addressed to the agency, or offices of CIA, but not to individuals by name.

(2) Check contents of all opened mail for enclosures, attachments, exhibits, etc.

(3) Time stamp envelopes and contents.

(4) Separate material into the following categories:

(a) To be recorded - Staple material to envelope and forward to Administrative Files.

(b) Not to be recorded - Replace material in envelope and reseal by stapling or other means. Affix proper room number and place on Table No. 2 or No. 3 (Brief Case or Package-Bulk).

e. Table No. 5 - The routine of Table No. 5 is as follows:

(1) Refer to Locator file for correct room number of addressee.

(2) If name is not contained in file, calls must be made to the telephone room, badge office, personnel office and the various registries to obtain correct room number.

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

(3) Revise file periodically to include all new personnel, separations and, also, transfers within CIA.

f. Table No. 8 - The routine of Table No. 8 is as follows:

(1) Open all registered mail, such as letters, material and packages addressed to the agency, or offices of CIA.

(2) Affix classified courier receipt to material addressed to each individual by name.

(3) Check contents for enclosures, attachments, exhibits, etc.

(4) Time stamp envelope and contents.

(5) Separate material into the following categories:

(a) To be recorded - Staple material to envelope and forward to Administrative Files.

(b) Not to be recorded - Replace material in envelope, staple envelope, affix proper room number and place in courier system for delivery.

4. PROCESSING RECEIPTS FROM INTERNAL SOURCES - Material received from internal sources is processed through Tables Numbered 1, 2, 3, 6, 7 and 8.

a. Table No. 1 - The routine of Table No. 1 is as follows:

(1) Receive all material picked up by CIA couriers and messengers.

(2) Separate material for outside addresses, from that intended for internal delivery.

(3) Correct erroneously addressed envelopes or packages.

(4) Distribute material as follows:

(a) Table No. 2 Inter-office package-bulk material.

(b) Table No. 3 Inter-office brief case material.

(c) Table No. 5 Inter-office material necessitating reference to locator file.

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

[redacted] 25X1

b. Table No. 2 - The routine of Table No. 2 is as follows:

(1) Sort all package-bulk material into appropriate bins, or mail bags, for the scheduled courier-messenger trips, respectively.

c. Table No. 3 - The routine of Table No. 3 is as follows:

(1) Sort all brief case material into appropriate bins, for the scheduled courier-messenger trips, respectively.

d. Table No. 6 - The routine of Table No. 6 is as follows:

(1) Separate into the following categories:

[redacted] 25X1

(b) U.S. Government penalty indicia mail

(c) Zone Mail (run-stop)

(d) Registered mail

[redacted] 25X1

(2) Weigh, compute and record amount of postage required, in the space provided on Postage Mail Slip, CIA Form 35-11.

[redacted] 25X1

(4) Deposit all Zone mail in the mail bag marked, "Run and Stop".

(5) Place all Registered and [redacted] mail on Table No. 8. 25X1

e. Table No. 7 - The routine of Table No. 7 is as follows:

(1) Check each envelope or package for compliance with security regulations.

(2) Affix postage to each item, using either U.S. postage stamps or the postage meter.

(3) After postage is affixed, deposit mail in appropriate mail bag.

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

(4) If registering is required, place on Table No. 8.

f. Table No. 8 - The routine of Table No. 8 is as follows:

(1) Record all envelopes and packages to be registered in registered control books.

(2) Place material in U.S. registered mail pouch and lock with rotary lock.

(3) Assign pouch numbers to all envelopes and packages intended for addresses serviced through American Embassies.

(4) Record, in triplicate, all envelopes and packages requiring State pouch service on pouch transmittal sheets.

(5) Prepare pouch material for transmission to the Courier Pouch Unit of State Department.

5. NEWSPAPERS - All newspapers for use in CIA are purchased from the National News Agency. Deliveries are made to Room 1050 Que Building at 7:30 A.M. Monday thru Saturday and 8:45 A.M. on Sunday. Total papers received are 638 Daily and 458 Sunday.

The routine followed in the receipt, distribution and transmission of the papers is as follows:

a. Verification of Number Received - A count of all papers is made by a mail room employee in the presence of the distributor's representative. If a discrepancy is discovered, the delivery ticket is amended accordingly. The delivery ticket is then signed by the CIA employee responsible for receipt of the newspapers.

b. Assembling of Newspapers - Reference is made to the newspaper distribution list which specifies the name of the newspaper and the number of copies required by each office. The initials of the office are marked on the top copy, the papers bundled and tied securely. An order of priority in the assembling of these papers is followed with the Director's and Deputy Directors' office (s) heading the list. Papers for the DCI and ONE leave the mail room at 8:00 A.M., Monday thru Saturday. Papers for all other offices leave the mail room at 8:40 A.M., Monday thru Saturday. On Sunday, only the papers for OCD, Library, DCI & ONE are delivered. The papers leave the mail room at approximately 8:45 A.M.

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

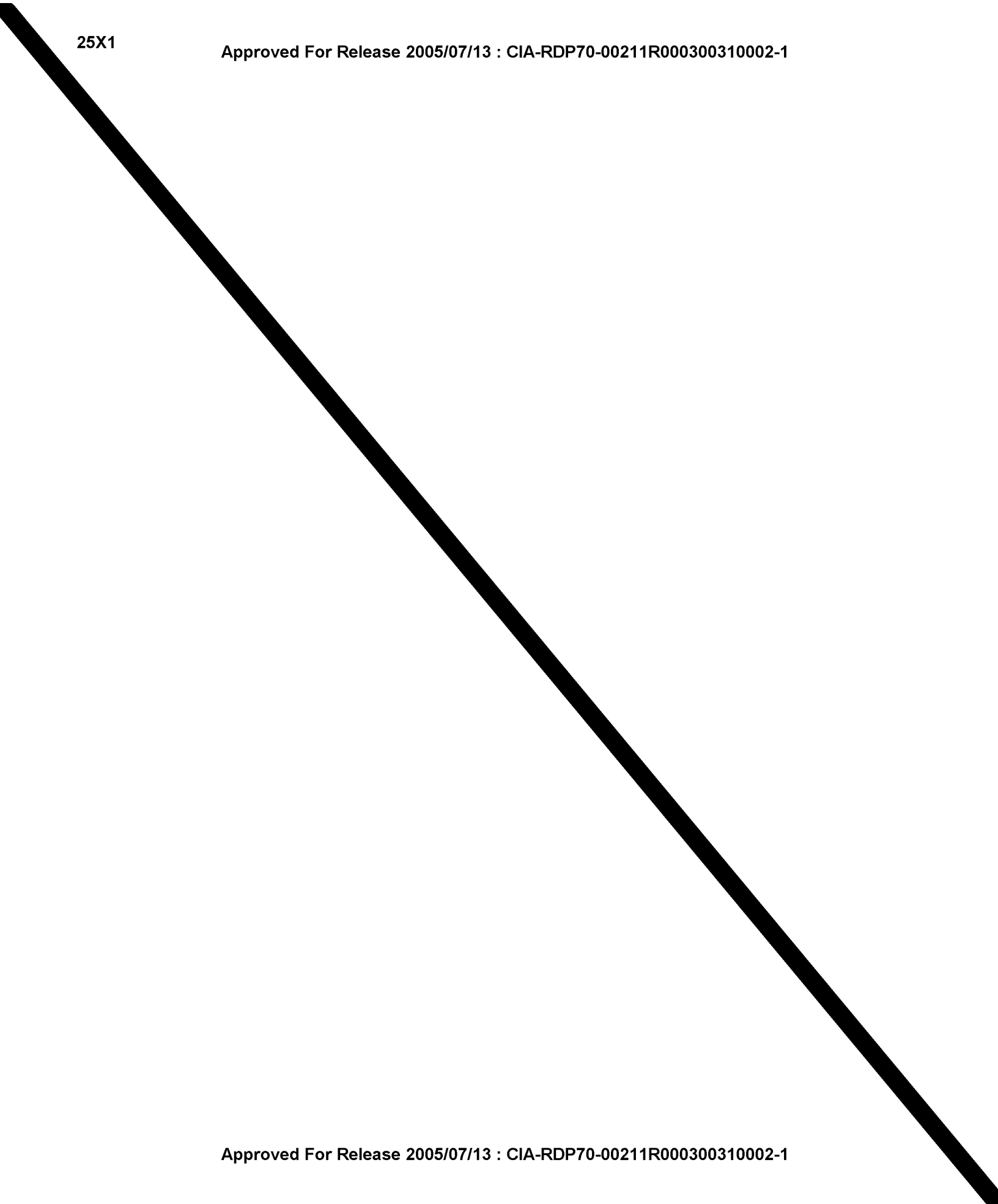
c. Distribution - The bundles are sorted into the appropriate inter-office bins where they will remain until transmitted to the proper office by the courier-messenger service. The priority as noted in paragraph 5 b above applies to the distribution.

25X1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1

25X1

Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1



Approved For Release 2005/07/13 : CIA-RDP70-00211R000300310002-1